



Newton Burgoland Primary School



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Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

Together We Can Achieve Excellence

SCHOOL ATTENDANCE MATTERS – INFORMATION FOR PARENTS

We are an outstanding school; Ofsted stated that - *Pupils enjoy coming to school and this is reflected in their high attendance rates, which contribute to them being exceedingly well prepared for secondary school.*

The following information is to help us work in partnership to make sure your child receives the education they deserve. Education is compulsory – the Government, not the school, decide the attendance rules.

Please read the attached Department of Education leaflet – 'School Attendance Matters, A Parent's Guide'. You will see from the chart 'Every School Day Counts' that attendance of 100% is considered Excellent, 95% is considered Satisfactory, 85% is considered Very Poor. If you are concerned about your child's attendance please talk to us before it becomes a problem; we can discuss attendance problems and agree a plan with you to improve your child's attendance.

We check the attendance of all our pupils each term. If a child's attendance starts to show concern parents will receive the following: -

- **Dropping below 95%** - a letter inviting parents to school to a meeting to discuss attendance, a copy of the child's registration certificate and DFE 'A Parent's Guide' to attendance. During the meeting we will discuss and agree a plan to improve attendance. Appropriate support will be offered to ensure that attendance improves.
- **Attendance of 90% (Poor) or below** – parents will be sent a letter informing them that they have been referred to Paula Rene from Children's Attendance Welfare Services Ltd our chosen Education Welfare Officer.

Arriving at School Late

Late arrivals, after registers are closed, are recorded as an absence on the attendance system used by Leicestershire

Family holidays during term-time

Changes in government policy mean that holidays in term time can no longer be granted, unless there are exceptional circumstances. Parental requests for term-time holidays must be made in advance, in writing addressed to the head teacher or by making an appointment in person. Taking a child on holiday without permission would be regarded as unauthorised absence. Parents who do so may be issued with a Penalty Notice by Leicestershire Local Authority, please see Leicestershire County Council Pupil Services Court Team (link below).

Please do not be offended if your holiday request is refused; Head Teacher's are carrying out their legal obligation as a representative of the Local Authority and DFE.

For more information please see the following: -

<http://www.newburland.leics.sch.uk/page/?title=Term+Dates&pid=31>

<https://www.gov.uk/school-attendance-absence/overview>

http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/pupil_services/court_team.htm